

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: **Office Technician (General) (Salary: \$2,638 - \$3,209)**
Position Effective Pending Budget Enactment

Tenure/Time Base: **Permanent, Full-time**

Location: **California Dept. Of Veterans Affairs**
1227 O St., Sacramento CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA/SURPLUS PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

- Under the direct supervision of the Accounting Administrator II, this position will provide clerical support for the Veterans Homes of California (VHC) Accounting Office which will include:
- Preparing travel arrangements for VHC Accounting staff.
- Greet and receive various staff of all levels to the VHC-Accounting Office. Direct incoming telephone calls including general questions from Headquarters, Service Chiefs, various vendors, and inquiries from the Veterans Homes. Contact and schedule applicant interviews. Maintain forms such as applications, M80's, duty statements, interview schedules, and organization charts.
- Open, date stamp, sort, and distribute all VHC-Accounting Office in-coming mail.
- Maintenance of the timekeeping for the entire VHC-Accounting Office staff and maintenance of forms
- Count inventory of various office supplies; prepare requisitions for supplies (Form 5) for all VHC-Accounting Units and verify that supplies are received.
- Maintain check warrant log of signed checks in accordance with SAM 8081; forward various checks to the Veterans Homes Accounting Offices and vendors via UPS.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Jacquie Ruiz, M80#026G 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#026G-08/09 on your application.

Final Filing Date: Sept. 22, 2008

